

CHAPTER 12

Rev. 11-03
wpdata/forms/ch.12

STAPLED AND IN THIS ORDER:

VOLUNTARY PETITION PAGES: Page 1 completed. Page 2 must be completed and contain signature of attorney. Exact signature(s) of debtor(s) on unsworn declaration, date of execution within 10 days of filing date. Below unsworn declaration, debtor(s)' signature and date as primarily consumer debtors, if applicable. Attorney's signature and date on Exhibit "B" at the bottom of page 2 of petition pages, if applicable. Check a box in Exhibit C section. If yes is checked, attach Form B1 (Exhibit C). If pro se, must contain telephone number of Debtor(s) or number where Debtor(s) may be reached.

SUMMARY OF SCHEDULES

SCHEDULES A, B, C, D, E, F, G, H, I, and J

DECLARATION CONCERNING DEBTOR'S SCHEDULES: Signature of debtor(s) and date of execution within 10 days of filing.

STATEMENT OF FINANCIAL AFFAIRS: Signature of debtor(s) and date of execution within 10 days of filing date.

The Bankruptcy Court Clerk's office will keep the original plus 2 copies of the above sets. Be certain to include additional sets for attorney.

FILED SEPARATELY: (Not Stapled to Petition):

MATRIX: See Local Rule 1007(d) for instructions. Clerk's office keeps original and 2 copies. Must be accompanied by Verification signed by Debtor(s). (Rule 1008 FRBP)

CLERK'S AFFIDAVIT (NOTICE TO INDIVIDUAL CONSUMER DEBTORS): (If applicable). Signed by debtor(s) and date of execution. Clerk's office keeps original and 2 copies.

STATEMENT OF ATTORNEY'S COMPENSATION: Signed by attorney. Clerk's office keeps original plus 2 copies.

FILING FEE: \$239.00

PLAN: Clerk's office keeps original and 3 copies. Be sure to include additional copy for attorney. Note: Debtor mails copies of plans to all creditors and parties in interest.

Be certain to include additional copies for attorney. When a plan is not submitted with the Petition at the time of filing, the Counsel for Debtor(s)/Debtor(s) shall adhere to the following instructions:

At time of filing the plan, Counsel for Debtor(s)/Debtor(s) should not mail the plan until they receive the Order of Confirmation Hearing from the Court. At that time, the Plan and Order shall immediately be served upon creditors and parties in interest. Counsel for Debtor(s)/Debtor(s) shall file an Affidavit of Service at time of mailing.

AMENDED SCHEDULES OR AMENDMENTS TO SCHEDULES: Must be styled as pleading or have a cover sheet with style and case number. The amendment must be signed by the debtor(s), contain an unsworn declaration under penalty of perjury and date of execution must be within 10 days of filing date. If filing amended/amendment to Schedule D, E, or F, a \$26.00 filing fee per each is required if filed separately. If amendments are combined into one single pleading (with a cover sheet stating the Schedules to be amended), then a single fee of \$26.00 is required. The Clerk's office will keep the original plus 2 copies.

AMENDED MATRIX OR AMENDMENTS TO MATRIX: Contact Clerk's office for proper form. \$26.00 required filing fee. The Clerk's office will keep original and 2 copies. Must be accompanied by Verification signed by Debtor(s).

NOTE: Documents requiring the date of execution which must be filed within 10 days of that date should comply with Local Rule 1008 if more than 10 days of date of execution.

IF YOU HAVE QUESTIONS, PLEASE CALL THE BANKRUPTCY CLERK'S OFFICE AT (918) 699-4000.